

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CODES ENFORCEMENT ASSISTANT**

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Jurisdictional Class: **Competitive**  
Date Adopted: **Oct. 1 1998**  
Date Revised:  
Jurisdictions: **Towns & Villages**  
Union Status:  
Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** A Codes Enforcement Assistant assists a Code Enforcement Officer in enforcement of the New York State Uniform Fire Prevention and Building Code, Multiple Residence Law and local zoning and land use codes and regulations. Incumbents work under general supervision and may do either (or both) office and field work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares, files and serves notices of violation;  
Patrols municipality to find construction activity and codes violations;  
Assists the Codes Enforcement Officer in conducting inspections;  
May conduct inspections of less complex projects under direction of the Codes Enforcement Officer;  
Collects fees;  
Investigates and follows up on complaints in accordance with directions of the Codes Enforcement Officer;  
Attends a variety of meetings;  
Prepares a variety of reports, documents and correspondence and maintains a variety of files.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of the New York State Uniform Fire Prevention and Building Code, Multiple Residency Law, local zoning and land use regulations, and enforcement procedures; ability to understand oral and written instructions; ability to maintain effective working relationships with government officials, contractors and the public.

**MINIMUM QUALIFICATIONS:**

- (A) A high school diploma or equivalency and completion of a one-year certificate program in engineering or architecture technology or building trades, from a recognized school or college, **OR**
- (B) A high school diploma in a BOCES building trades program, **OR**
- (C) A high school diploma or equivalency and a year experience in construction trades, safety work or fire safety and prevention, **OR**
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (C).

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

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**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**NOTE:** A total of 1,750 demonstrated hours of satisfactory service as a volunteer firefighter in firemanic training, inspection, prevention and extinguishing activities is acceptable as one (1) year of experience under (C) above.

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
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